

CITY ATTORNEY

DISTINGUISHING FEATURES

The fundamental reason the City Attorney exists is to serve as the chief legal advisor to the City, and perform professional legal work involving civil litigation and/or criminal cases in the City Attorney's Department. This classification is supervisory. Work is performed with considerable independence and reports to the City Council.

ESSENTIAL FUNCTIONS

Advises the Mayor, City Council, Department Heads, Boards and Commissions relative to legal matters affecting the City.

Prepares or directs and reviews the preparation of legal opinions, drafts ordinances, resolutions, contracts, deeds, leases, and other legal documents.

Institutes, prepares and tries civil cases before county, state, and federal courts; directs the prosecution of criminal cases before the municipal court and appeals from municipal to superior court.

Works with legal specialists engaged by the City for the preparation and trial of unusually complex and important cases.

Enforces City policies regarding land use jurisdiction problems, airport, and other City interests.

Attends all City Council and related meetings.

Plans and supervises the work of professional staff and evaluates their performance by observing and monitoring various behaviors and work products.

Works effectively with the City Council, City management, auditees and the public.

Communicates orally and in writing, with customers, clients, the public and various City officials to ensure information regarding legal matters.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Judicial procedures, rules of civil and criminal procedure, and rules of evidence.

Principles, methods, materials, practices, and references utilized in legal research.

Principles and practices of management and supervision.

Ability to:

Analyze, appraise and organize facts, evidence and precedents.

Present oral and written information in a clear and concise manner.

Manage a professional staff.

Utilize a personal computer, a variety of computer software, and other equipment essential to performing daily activities.

Prepare reports and other written material with clearly organized thoughts using proper sentence construction, grammar, and punctuation.

Communicate effectively, both verbally and in writing.

Operate a variety of standard office equipment, including a personal computer that requires continuous and repetitive eye and arm or hand movement.

Organize, interpret and apply legal principles and knowledge to complex legal problems. Prepare and try complex cases.

Establish and maintain effective working relationships with all levels of City staff, City Council, and citizens.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to eight or more years recent experience in the practice of law. Some municipal or other governmental law experience is desirable. Requires graduation from a school of law accredited by the American Bar Association and current membership in the Arizona State Bar Association.

FLSA Status: Exempt

HR Ordinance Status: Unclassified